



Waters Landing Association, Inc.

20000 Father Hurley Blvd. □ Germantown, MD 20874 □ 301-972-3681 □ www.waterslanding.org

September 16, 2026

Re: 2026 Call for Candidates & Call for Ballot Questions

Dear Waters Landing Member:

One of the most important functions of a community association is to ensure continuity on the Board of Directors, providing proper governance and oversight of Waters Landing Association.

Any community member who wishes to run for the Board of Directors must complete and return the enclosed forms to the Management Office by 5 PM on Friday, October 16, 2026. There are three (3) open Board seats this year.

New This Year Members who wish to propose a Ballot Question must complete and return the enclosed Ballot Question form, including a seconding member's signature, to the Management Office by the same above deadline.

All candidates and community members are invited to participate in the Candidate Forum, to be held via Zoom on Wednesday, November 4, at 6:00 PM; please let the Management Office know if you plan to attend. A discussion of proposed Ballot Questions will follow immediately after.

For your information, the schedule for the Annual and Rescheduled Meetings is as follows:

- Annual Meeting – Thursday, November 19, 2026, at 6:00 PM. (Hybrid meeting via Zoom and in person). This will become a Board meeting in the event quorum is not achieved
- Rescheduled Annual Meeting – Thursday, December 10, 2026, at 7:00 PM. (Hybrid meeting via Zoom and in person)

This year's process reflects a newly adopted Annual Meeting Policy; see the enclosed summary for the Board's rationale and how it addresses concerns from last year's process. For full details, forms, and updates, visit waterslanding.org/2026-annual-meeting.

The official Annual Meeting notice, including full election details, will follow in the coming weeks.

Please feel free to contact our office at 301-972-3681 or by email at wla@waterslanding.org.

Sincerely,

Benjamin Deering, CMCA, AMS
General Manager



WATERS LANDING ASSOCIATION, INC.

Call for Candidates

Instructions

Thank you for your interest in serving as a Director on the Board for the Waters Landing Association. All candidates are required to complete and submit the following forms to serve as a Director. These forms require candidates to provide certain personal information (only your name will be published) and to acknowledge their agreement to various matters related to their candidacy. Please make sure your form is legible, complete, signed, and delivered to the office on or before the due date stated within. Forms that do not comply with these requirements may be rejected. Please contact the office should you have any questions on how to complete these forms.

Nominee Information

I hereby place my name in nomination as a candidate for Director on the Board of the Waters Landing Association:

Name:

Address:

Home Phone:

Cell Phone:

Email Address:

Checklist

- Nomination Information
- Qualification Statement
- Certification Statement
- Waters Landing Code of Ethics and Rules of Conduct for the Board of Directors and Committee Members

RETURN BY **FRIDAY OCTOBER 16 at 5 PM** to:

Waters Landing Association, Inc.

Email: wla@waterslanding.org

20000 Father Hurley Boulevard, Germantown, Maryland 20874

WATERS LANDING ASSOCIATION, INC.

Qualification Statement for Board of Directors Candidate

Name:

Have you ever been involved in a Homeowners Association or similar community service organization? If so, describe including positions held and length of service.

What background or experience do you have which would qualify you for a Director position (education, organizations, occupation, attending Waters Landing meetings, etc.)?

What are your reasons for seeking nomination to the Board of Directors (goals, ideas, etc.)?

Other comments or ideas.

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Certification Statement and Signature for Director Candidacy

Printed Name:

1. The person mentioned above certifies that they are a member in good standing of the Community (either the deeded owner of a property within Waters Landing, or an officer, trustee, general partner or designated agent of an entity that is the deeded owner of a property within Waters Landing) as provided in Article IV, Section 8 of the Bylaws.
2. The person mentioned above also certifies that the owner is not more than sixty (60) days delinquent in financial obligations to the Association which would disqualify them from voting or serving on the Board per Article IV, Section 8 of the Bylaws.
3. The person mentioned above also acknowledges that that they are willing to serve as a Director on the Board of Waters Landing and that if they fail to qualify for the ballot pursuant to the Bylaws or the Annual Meeting Resolution, that they shall be deemed to have withdrawn from nomination.

Director Candidate Signature:

**CODE OF ETHICS AND RULES OF CONDUCT
FOR THE BOARD OF DIRECTORS AND COMMITTEE MEMBERS**

WHEREAS, the Board of Directors of Waters Landing Association has the power and the responsibility to make decisions for the entire community, and

WHEREAS, the Board of Directors is responsible to appoint officers and committee members, and

WHEREAS, the volunteer leaders of the Association are responsible to set a standard and a tone for behavior that is conducive to the best interests of the entire community, THEREFORE, BE IT RESOLVED THAT the Board of Directors of Waters Landing Association hereby adopts the following codes of ethics, rules of conduct, and enforcement procedures that are applicable to all volunteers serving the community:

1. Volunteers shall make a best effort at all times to make decisions that are consistent with high principles, and to protect and enhance the safety and property value of the residents.
2. Volunteers shall regularly participate in scheduled meetings to maintain effective governance.
 - a. Volunteers must review meeting materials in advance and be informed about agenda items.
3. No volunteer shall use his/her position in the association for private gain, for example:
 - a. No volunteer shall receive any compensation from the Association or any third party for acting as such.
 - b. No Board member shall accept a gift or favor made with intent of influencing decision or action on any official matter.
 - c. No volunteer shall accept gifts of any type worth \$5.00 or more from any resident, contractor, or supplier.
 - d. No volunteer shall solicit or accept, directly or indirectly, any gifts, gratuity, favor, entertainment, loan, or any other thing of monetary value from a person or firm who is seeking to obtain contractual or other business or financial relations with Waters Landing Association.
 - e. Volunteers shall not use their position for personal gain, or give the appearance of endorsement when communicating as a representative of the association
 - f. No volunteer may use their position to advertise products or services, or to endorse personal or family businesses.
4. No volunteer shall willingly misrepresent facts to the residents of the community for the sole purpose of advancing a personal cause or influencing the community to place pressure on the Board/Committee to advance a volunteer's personal cause.
5. No volunteer or his/her agent or employee or family member shall enter into a personal service contract with the association unless he or she has previously disclosed such conflict of interest to the Board.

WATERS LANDING ASSOCIATION, INC.

6. No volunteer shall endorse or make contributions to any political party or candidate on behalf of or as a representative of the association.
7. Volunteers shall protect the confidentiality of other board/committee/management staff/resident's personal lives.
8. No volunteer will interrupt the day-to-day work of the management staff. Appointments will be made in advance with a clear agenda of discussion items during the course of the business day.
9. No volunteer will harass, threaten, or attempt through any means to control or instill fear in a member of the management staff.
10. Volunteers shall treat community members with dignity and respect.
 - a. No volunteer shall engage in writing, publishing, or speech that defames any other member of the Board/Committee or resident of the community. Personal attacks will not be tolerated.
 - b. It is understood that differences of opinion will exist and should be expressed in a clear and professional manner.
11. No volunteer shall abuse alcohol, drugs, or other substances in conjunction with any association activity.
12. Any volunteer convicted of a felony will voluntarily resign from his/her position or will be removed by the board of directors.
 - a. Any volunteer under investigation for a felony will request a leave of absence from the Board/Committee during the investigation and trial period.
13. All volunteers shall sign the acknowledgement page for this Code of Ethics and Rules of Conduct and agree to abide by its statutes or may be removed by the Board of Directors.

Specifics to the Board of Directors:

14. No Board member shall disclose personal, personnel, or legal matters related to the Association without proper authorization.
 - a. Any contract negotiations shall be kept confidential until the final contract is signed and available to the community.
15. No Board member will seek to have a contract implemented that has not been duly approved by the Board.
16. No Board member will interfere with a contractor implementing a contract in progress. All communications with contractors will go through site staff or management or be in accordance with policy.
17. No Board member will interfere with the system of management established by the Board and the management company.
18. No Board member shall unilaterally communicate on behalf of the Association without prior authorization via social media & Public Statements.

WATERS LANDING ASSOCIATION, INC.

This resolution of the Code of Ethics and Rules of Conduct will be kept posted in the Association's office and each new Board Member and Volunteer will be given a copy and are required to sign it to indicate that they have read it and agree to abide by it.

Violation of this Code will be brought to the Hearing Board. The Attorney, Management Agent, and Accountant will serve as the advisory Hearing Board members.

Any volunteer that violates this Code of Ethics and Rules of Conduct may be removed by a majority vote of the Board of Directors.

Any Board member or volunteer who violates this Code of Conduct agrees that the Board of Directors may seek injunctive relief against him/her and agrees to pay all attorney fees incurred in that enforcement effort, and the Board shall be relieved of posting bond to its injunctive remedy for violations of this Code.

Volunteer Acknowledgement

I, as a community volunteer for the Waters Landing Association, acknowledge that I have read, understand, and agree to abide by this Code of Ethics and Rules of Conduct.

Signature:

Name:

Role:

Date:

WATERS LANDING ASSOCIATION, INC.

Ballot Question Form

To allow for members attending the Annual Meeting by proxy to vote on motions, motions may be proposed before the annual meeting. Below please propose any motions or ballot question that you wish to present to the membership for a vote at the next Annual Meeting. In order to be placed on the ballot, each motion must be accompanied by the signature of a moving Member, and by the signature of a Member to second the motion. Members may submit any number of motions or ballot questions, and may append additional pages to this form if needed. The Board may review, consolidate, or otherwise modify proposals in accordance with the Annual Meeting Policy. Motions may also be made at the Annual Meeting by a Member in attendance.

Ballot Question for the Community:

By signing this document, each individual affirms under penalty of perjury that:

1. they are a member the Waters Landing Association, or a properly appointed designee of a corporate Member, or a trustee or partner of a Trust or Partnership Member; and
2. there is no other individual with the authority to exercise the rights of Membership associated with their property, or else that they have the consent of all such persons; and
3. they are not more than sixty (60) days delinquent in financial obligations to the Association.

Signature of Member Making the Motion(s) above:_____

Name and Address:_____

The ballot question shall need to be seconded from qualified members that meet the qualifications number one and two (#1 and #2) mentioned above. The signatory may be from anywhere in the Community.

Signature of Member Seconding the Motion:_____

Name and Address:_____

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September 17, 2026

Re: Understanding the New Annual Meeting Policy

Dear Waters Landing Member:

At last year's Annual Meeting, several motions raised by members did not officially pass. This caused confusion and concern in the community. We want to explain what happened, why it happened, and what has been done to address it.

What Happened

Business was properly conducted at the meeting, but several floor motions still fell short of the 51% needed to officially pass.

Under our Bylaws, for any specific motion to pass at a meeting, it needs 51% of the members in attendance, whether present in person, by proxy, to vote in favor. Several motions raised from the floor last year did not reach that threshold, even though quorum to hold the meeting had been met and business was properly conducted. This isn't a new problem. It's built into how our governing documents define passage of a motion, and it has likely affected past meetings too. It simply became visible last year because motions were formally raised and the vote count was closely reviewed. Multiple attorneys the Board consulted confirmed this is how the rules work.

This is not about any one member's votes.

Some members have asked whether this is related to one member holding a large number of votes. It isn't the deciding factor. Even setting that member's votes aside, the motions still would not have reached the 51% of attendance needed to pass. This is a structural issue with how the passage threshold works, not a matter of any one owner's votes.

What the Board Did

The Board listened at the meeting and acted on nearly everything raised, even without an official vote requiring it to.

Even though the motions didn't officially pass, the Board treated the meeting exactly as intended: a chance to hear directly from the community. Of the six issues members raised, the Board approved five: posting association contracts through the Connect portal, publishing meeting minutes faster, holding future annual meetings in hybrid format, assigning more than one Board member and staff to engage directly with Montgomery County on public business, and create a new voting procedure and annual meeting policy to address issues from the 2025 meeting. The sixth, a request to add open community forum time to regular Board meetings, was not formally adopted as proposed; the Board has since moved its existing open forum earlier in the meeting agenda to test whether that addresses the underlying concern. It's also



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worth noting that a motion passing at a meeting has never been binding on the Board. Motions are how members tell the Board what matters to the community; the Board still must weigh cost, feasibility, and impact before acting. In that sense, the process worked as intended last year, even though the vote count came up short.

How the Policy Was Developed

This Policy took eight months, went out for public comment in April, and reflects that input and legal review.

This Policy took about eight months to develop. The Board discussed it at multiple regular meetings and held additional working sessions dedicated to it. A draft version went out to every homeowner in April, by mail and on the website, with over a month for members to comment. The Board received seven responses and worked with legal counsel to determine what could be included consistent with our governing documents and Maryland law. The final version is very similar to the one shared in April. It's longer only because it now includes required attachments like sample ballots and proxy forms, not because the core approach changed.

How This Solves the Problem

Submitting proposed matters as Ballot Questions before the meeting, instead of only from the floor, gives them a real chance to reach the 51% needed to pass, because it lets every participating member vote on them.

This does not take away anyone's right to raise a motion from the floor at the Annual Meeting. That right is not changing. What the Policy adds is an earlier path that gives a proposed matter a real chance of passing.

The 51% needed to pass a motion is measured against everyone in attendance, whether present electronically, in person, or by proxy. When a new motion is raised from the floor that nobody anticipated, it runs into three separate problems that a motion submitted ahead of time does not have:

- A member who already voted electronically is counted as in attendance, but they are not present to cast a vote on a brand new floor motion they never saw.
- A member represented by an instructed proxy runs into the same wall. Their proxy holder can only vote the way they were told to in advance, and there is no instruction covering a motion that did not exist when those instructions were given.
- An uninstructed proxy does not fill the gap either. Under our Bylaws, no individual unit owner may hold more than one proxy. The only exception is the managing agent, who may hold multiple proxies, but the managing agent will not exercise discretion to vote on a substantive floor motion without direction from the actual unit owner.



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Put together, a motion raised from the floor loses access to a large share of the very members counted as in attendance, simply because they were not able to weigh in on a matter they never saw coming. That is why floor motions have repeatedly fallen short of the 51% needed to pass, even when the people who could vote on them were overwhelmingly in favor.

Submitting a proposed matter as a Ballot Question ahead of time avoids all three problems. Every participating member, electronic, in person, or by proxy, can see the question in advance and vote or instruct their proxy holder on it directly. The same 51% threshold still applies, but

now everyone counted as in attendance actually has the opportunity to weigh in on the specific matter, not just on the meeting in general. This is why the Policy asks for proposed Ballot Questions in the same mailing that asks for Board candidates.

Moving Forward

Reaching quorum depends on participation, and this Policy is designed to make that participation as easy as possible.

The Board knows that real improvement depends on members participating, whether that's returning a proxy, voting electronically, or submitting a ballot question ahead of time. This Policy is designed to make that as easy as possible, while preserving every right members already have at the meeting itself.

For a full copy of the Annual Meeting Policy including the exhibits, visit waterslanding.org/2026-annual-meeting or contact the office using the information below.

If you have questions about the new Policy or this year's election process, please contact the office at 301-972-3681 or by email at wla@waterslanding.org.

Sincerely,

Benjamin Deering, CMCA, AMS
General Manager

